



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	All PERSONS INTERESTED
2		
3	<b>Job Classification</b>	ADMINISTRATIVE COORDINATOR
4	<b>Posting Number</b>	PN# 105405
5	<b>Department</b>	INFORMATION TECHNOLOGY DEPARTMENT
6	<b>Division</b>	ADMINISTRATIVE SERVICES DIVISION
7	<b>Section</b>	
8	<b>Reporting Location</b>	611 WALKER 9 <sup>th</sup> Floor
	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b>DESCRIPTION OF DUTIES /ESSENTIAL FUNCTIONS</b> Perform a variety of administrative functions for the Information Technology Department (ITD) including coordination of HR activities such as development of policies and procedures, development of job postings, hiring, training, temporary employees, and employee relations. Also assist with budget planning and monitoring especially related to salary, temporary and retirement projections and reports. Conduct and analyze employee and customer surveys, and other special projects as assigned.	
10	<b>WORKING CONDITIONS</b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a Bachelor's degree in Business Administration, Liberal Arts, or related field.	
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Five (5) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.	
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Valid Texas Class "C" Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<b>PREFERENCES</b> Preferences given to candidates with demonstrated knowledge of the City's Advantage financial and HR, as well as Oracle Data marts utilized to obtain reports a plus. Knowledge of the City's policy and procedures also a plus. Also demonstrated ability to multi-task and have excellent computer skills with Microsoft Outlook, Word, Excel, PowerPoint, Access, etc. Must be able to communicate effectively verbally and in writing. Also must demonstrate ability to be confidential and handle sensitive information as well as be a team member and provide high quality employee and customer service.	
15	<b>SELECTION/SKILLS TESTS REQUIRED</b>	None
16	<b>SAFETY IMPACT POSITION</b>	X Yes    No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 24 \$1,419. - \$2,232 Biweekly    \$36,894 - \$58,032 Annually</div>	
18	<b>OPENING DATE</b>	June 22, 2005
19	<b>CLOSING DATE</b>	Open Until Filled
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer	